

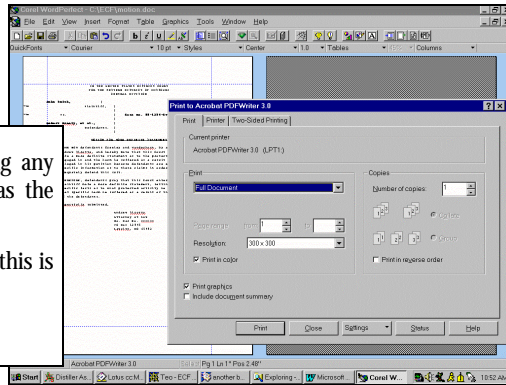
## Filing with CM/ECF

You can see from the following example that CM/ECF is very easy to use. These windows show the steps you would take to file a motion using CM/ECF. Although each court can tailor specific aspects of docketing processes, such as the selections and text displayed, the basic process is the same for all court types.

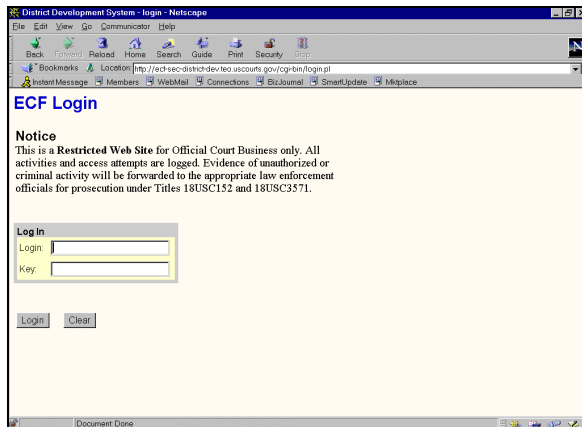
### 1. Prepare the document

You can create the document to be filed by using any word processor. Then select *Acrobat PDFWriter* as the printer to prepare your document for CM/ECF.

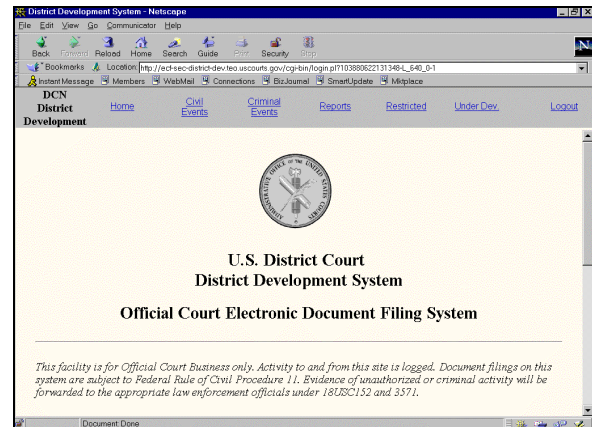
In filing a document, you just show CM/ECF that this is the document you want to file (see Step 8).



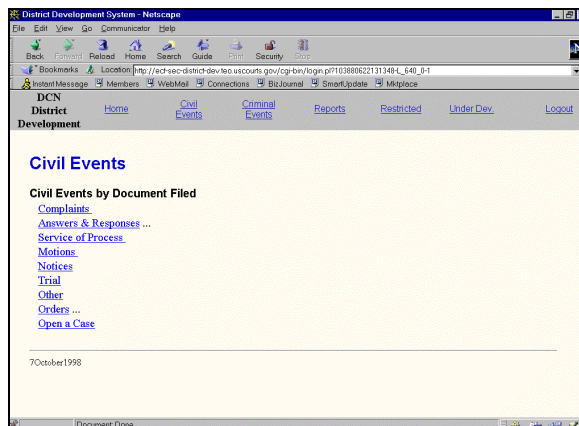
### 2. Log into ECFp



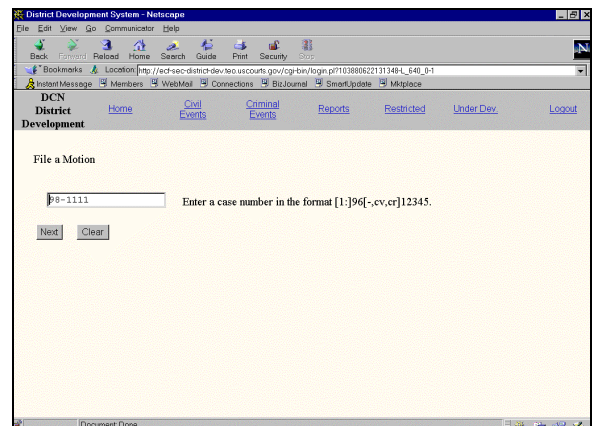
### 3. Select a function



### 4. Select the document type



### 5. Enter the case number



## 6. Select the party

The screenshot shows the 'File a Motion' screen. Under 'Select the Party:', there is a dropdown menu with 'Jones Inc. (Federal)' and 'United States of America (pty dr)' selected. To the right, under 'Select a Group:', there are radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. A text box on the right explains that you can select an individual party already associated with the case or use the 'group' option.

You can select the individual party already associated with the case, or you can use the "group" option.

## 7. Select the relief(s)

The screenshot shows the 'File a Motion' screen with a dropdown menu for 'Motion for default judgment'. A text box on the right explains that the list items shown for selection are determined by the court.

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## 8. Specify the document

The screenshot shows the 'File a Motion' screen with a file upload dialog box open. The dialog box shows a list of files, including 'Acquire.pdf', 'B01001.pdf', 'C001.ed.pdf', 'Cv-0088.pdf', 'License.pdf', 'motion3.pdf', and 'Tutor\_ad.pdf'. The 'File name' field is set to 'motion3.pdf'. A text box on the right explains that you can browse your file list to select the filing document by using the Browse button.

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## 9. Specify the details

The screenshot shows the 'File a Motion' screen with a 'Response Deadline' section. A pop-up calendar is open, showing the date '10/28/1998'. A text box on the right explains that the details provided in this window are determined by the court. In this window, the person has selected a response deadline by using a pop-up calendar.

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## 10. Review the docket text

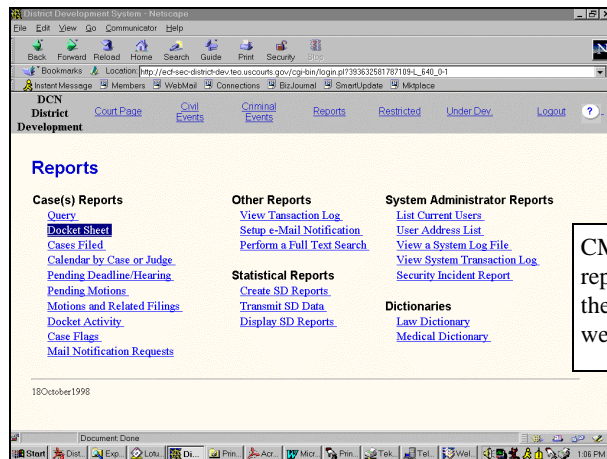
The screenshot shows the 'File a Motion' screen with a 'Please modify the docket text as appropriate.' section. A text box on the right explains that you can modify the generated docket text or just press the Next button.

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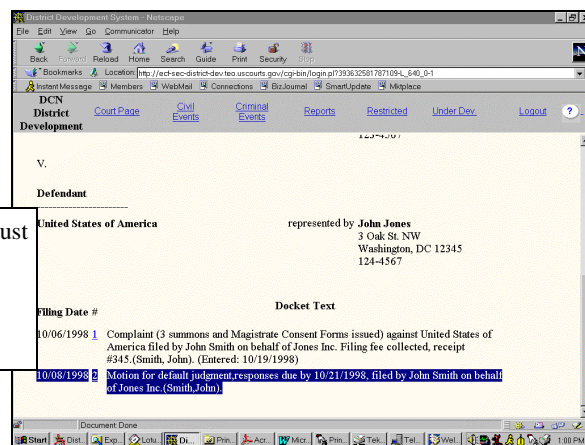
## 11. Done!

The screenshot shows the 'File a Motion' screen with a 'U.S. District Court District Development System TEST Notice of Electronic Filing' section. A text box on the right explains that CM/ECF gives you a filing receipt to print or store on your computer. A notice of the filing is also sent via e-mail to other participants and interested parties, who can view the document and docket sheet without logging into CM/ECF.

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CM/ECF offers a wide variety of reports. You can select one of these, the *Docket Sheet*, to verify the filing we just completed in this example.



The Docket Sheet shows the filing just completed. You can click on the document number to display the associated PDF document.

**The following can be found at the Judiciary's Internet site ([www.uscourts.gov](http://www.uscourts.gov)):**

"Electronic Case Files in the Federal Courts: A Preliminary Examination of Goals, Issues and the Road Ahead," March 1997.

"Local Rules and Procedures Governing Prototype Electronic Case File (ECF) Systems in the Federal District and Bankruptcy Courts," December 1998.

"Electronic Case Files: Interim Technical Standards and Guidelines." February 1998.

**Inquires can be directed to:**

Electronic Case Files Initiative, Gary Bockweg, Project Manager  
(202-273-2736; [bockweg@teo.uscourts.gov](mailto:bockweg@teo.uscourts.gov))

Electronic Case Files Prototype, Michael Greenwood, Project Manager  
(202-273-2748; [greenwoo@teo.uscourts.gov](mailto:greenwoo@teo.uscourts.gov))

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